# MS4 Annual Reporting Using the Year 4 Template

August 16<sup>th</sup> & September 12<sup>th</sup>, 2022 EPA Region 1 - New England

2016 Massachusetts Small MS4 General Permit2017 New Hampshire Small MS4 General Permit

#### Disclaimer

The information presented in this webinar is intended solely to help parties understand the obligations and requirements imposed by MS4 permits. This webinar is not intended, and cannot be relied upon, to create any rights, substantive or procedural, enforceable by any party in litigation with the United States. EPA reserves the right to act at variance with the information presented in this webinar at any time without public notice.

## Zoom Webinar Logistics







All participants will be muted throughout the presentation

Use computer audio or listen in by phone

Please ask questions any time in the chat box

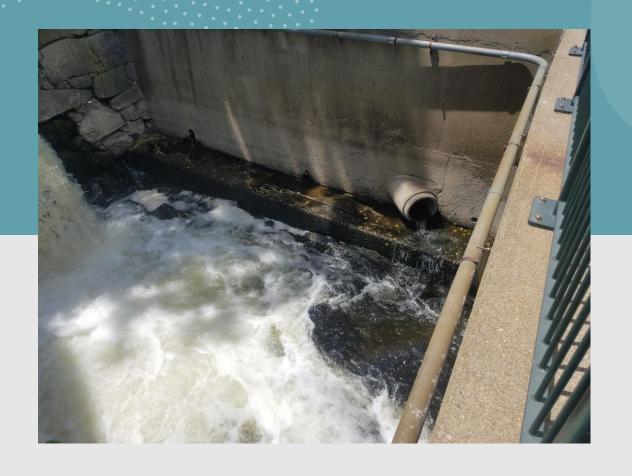




Slides & temporary recording will be sent out via email after the event

A post-webinar evaluation will pop up when you leave

## Poll questions



## Annual Reports: Why?

The annual reports shall contain the following information:

A self-assessment review of compliance with the permit terms and conditions.

> MA permit 4.4.b, page 57 NH permit 4.4.2, page 59

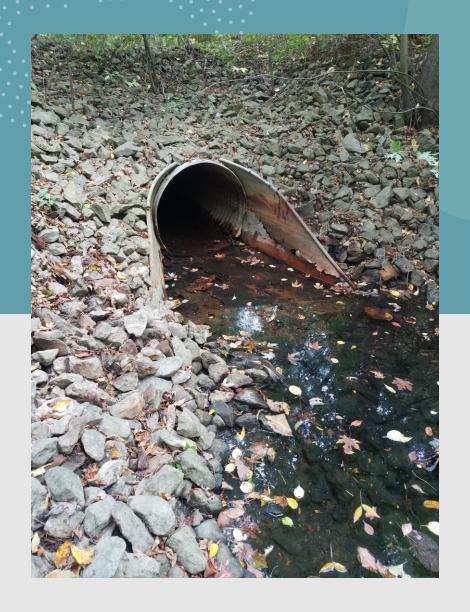
- Spots trends and problems
- Captures institutional knowledge from various departments and staff members
- Resource during staffing transitions
  - e.g. training for new employees
- Tool to inform decision-makers.
  - Can be used to track expenditures, actions taken and future needs for managing resources

## Annual Reports: When & Where?

- Reporting period: July 1, 2021 to June 30, 2022
- The deadline for Year 4 Annual Reports is Wednesday, September 28<sup>th</sup>, 2022
- <u>Massachusetts</u>: Required to submit an Annual Report to EPA and MassDEP each year of the permit term
- <u>New Hampshire</u>: Required to submit an Annual Report to EPA and have the option of sending it to NH DES
- Electronic submittals are preferred. Attach all supporting documentation to your email submittal

### About EPA's Template

- <u>Two templates per state</u>: new permittees and permittees covered under the 2003 permit
- Permittees are not required to include metrics labeled as "optional" unless that information is available for their system
- The template includes the option for electronic signature prior to submittal. A button is included to print a signature page for those permittees that do not have the ability to sign the Annual Report electronically



### Template, continued

- Each section of the Annual Report template needs to be completed
- You can use the text boxes in each section of the template to explain any deficiencies
- If any checkbox or metric is left blank in the Annual Report template, it will be assumed that the associated permit requirement is **incomplete**



### Some tips

- Start early!
- Use an EPA Annual Report template
- Stay organized
- Keep your SWMP up to date
- Use information from past submittals
- Share your draft report
- Double check!



#### And reminders

- Use the correct reporting period
- Don't forget to specify units
- Take credit for all the work you've done
- Explain any work that was negatively impacted by the COVID-19 pandemic

#### And one FAQ:

The MA permit expired
June 30<sup>th</sup> of this year and
the NH permit will expire
June 30th next year. What
does that mean, for
planning purposes?

If EPA does not reissue the permit by the time of its expiration, the permit will be administratively continued and remain in effect until we reissue. For MA permittees, you should have received a letter on May 16<sup>th</sup> indicating continuation of permit coverage. No further action is required to remain covered.

All requirements of the current permit remain in place, including annual requirements and requirements that extend beyond 5 years.

## Template walkthrough

## Q&A session



#### Links to Additional Resources

#### **MS4 Annual Reporting Templates & FAQ Sheet**

<a href="https://www.epa.gov/npdes-permits/stormwater-tools-new-england#arr">https://www.epa.gov/npdes-permits/stormwater-tools-new-england#arr</a>

#### **Template Delegation of Authority Memo**

• <a href="https://www.epa.gov/npdes-permits/stormwater-tools-new-england#swmp">https://www.epa.gov/npdes-permits/stormwater-tools-new-england#swmp</a>

#### Stormwater News: *Preparing and Submitting your MS4 Annual Progress Report*, August 2019

• <a href="https://www3.epa.gov/region1/npdes/stormwater/m">https://www3.epa.gov/region1/npdes/stormwater/m</a> a/ma-stormwater-news-aug-2019.pdf

#### Stormwater News: Tips and Techniques for Submitting your MS4 Annual Progress Report (2003 permit), February 2018

• <a href="https://www3.epa.gov/region1/npdes/stormwater/m">https://www3.epa.gov/region1/npdes/stormwater/m</a> a/ma-stormwater-news-feb-2018.pdf

**2016 MS4 Permit Archive:** Access NOIs and Annual Reports submitted under the 2016 permit.

- MA: <a href="https://www.epa.gov/npdes-permits/regulated-ms4-massachusetts-communities">https://www.epa.gov/npdes-permits/regulated-ms4-massachusetts-communities</a>
- NH: <a href="https://www.epa.gov/npdes-permits/regulated-ms4-new-hampshire-communities">https://www.epa.gov/npdes-permits/regulated-ms4-new-hampshire-communities</a>

**2003 MS4 Permit Archive:** Access NOIs and Annual Reports submitted under the 2003 permit.

• MA & NH: <a href="https://www.epa.gov/npdes-permits/2003-small-ms4-general-permit-archives-massachusetts-new-hampshire#2003-ms4-docs-annual-report-info">https://www.epa.gov/npdes-permits/2003-small-ms4-general-permit-archives-massachusetts-new-hampshire#2003-ms4-docs-annual-report-info</a>

To be added to EPA New England's bimonthly stormwater newsletter or Annual Reporting email reminders, email wong.martine@epa.gov.

## Thank you!

#### **EPA:**

Newton Tedder: 617-918-1038 or Tedder.Newton@epa.gov

Michelle Vuto: 617-918-1222 or Vuto.Michelle@epa.gov

Martine Wong: 617-918-1740 or Wong.Martine@epa.gov

#### **NH DES:**

Deborah Loiselle: 603-271-1352 or <a href="Deborah.Loiselle@des.nh.gov">Deborah.Loiselle@des.nh.gov</a>

#### MassDEP:

Laura Schifman: 617-556-1157 or <a href="mailto:Laura.Schifman@mass.gov">Laura.Schifman@mass.gov</a>